CLUB COMMITTEES

# Purpose of Document

Electing a committee may sound rather official and off-putting but is actually relatively straightforward. This document will provide new and existing clubs with support and guidance when selecting, replacing or researching club roles and responsibilities. Having a well-run, organised committee will ensure your members receive the best possible experience and service whilst giving your club the best possible chance at long term success. This document provides advice on electing a committee, independence, conflicts of interest and clear roles and responsibilities for 7 roles you can have at your club.

# ELECTING A COMMITTEE

Your club should be regularly electing new committee members, or at least asking existing members to stand for re-election, as an opportunity to develop or bring in new skills, experiences and perspectives. Although there is no mandatory requirement, it's advisable that committee members serve no more than 9 years in total.

New committee members are typically elected at your club's Annual General Meeting (AGM). Remember to refer to your constitution as there should be rules in place around the recruitment of officers. For example, make sure you know whether nominations for new committee members have to be taken in advance or if you can take them at the meeting (most AGMs require a proposer and a seconder for each nomination).

When deciding on committee members, remember to:

* Decide on the right committee structure that meets the needs of your club now and in the future.
* Think about who are the right people to be on the committee. Who has the right skills and experiences for the committee roles? Ask them to get involved.
* Try and ensure that people have agreed to put themselves forward for designated roles before creating the committee at a meeting, it can prevent embarrassing silences!
* Consider the make-up of your club membership. Make sure your committee represents the diversity of your members.
* Where possible make sure each committee member only has one role so they are not overloaded.

The recommend minimum roles for a committee are the following three roles; Chair, Secretary and Treasurer.

## independence

To follow good governance practices, at least three of your clubs committee members should be independent, which in this case mean not related or living together. This reduces the risk of decisions being made or swayed by a group that all has a common interest that doesn’t necessarily reflect the club’s best interests

## Conflicts of interest

Its good practice for your committee members to declare any potential conflicts of interest which might affect their role. To find out more about conflicts of interest. Head over to the Club Matters guidance page on [Conflicts of Interest](https://www.sportenglandclubmatters.com/club-planning/governance/your-committee/conflicts-of-interest/).

# roles and responsibilities

The following role descriptions can form the basis of the responsibilities of the role and should be adapted to suit the needs your club. These are available to download and utilise for your club when appointing new members to your committee.

## Chairperson

**Job Role:**

**Start date:**

**Name:**

**Responsible to:**

Responsibilities:

* Support the efficient running of the club
* Chairing regular committee meetings and the Annual General Meetings (AGM)
* Helping others to understand their roles and responsibilities
* Recruiting new committee members, taking into consideration skills, experience and diversity
* Communicating with various members within the club
* Being actively involved in creating and following a Club Development Plan
* Representing the club at local, regional and national events
* Assist the club to fulfil its responsibilities to safeguard children at club level
* Ensuring an understanding of the legal responsibilities of the club to which the Club complies
* Taking responsibility for personal conflicts of interest and declaring, recording and managing these appropriately

Please adapt these to suit your fencing club.

## Secretary

**Job Role:**

**Start date:**

**Name:**

**Responsible to:**

Responsibilities:

* Being the first point of contact for club enquiries
* Organising and attending key meetings (including Annual General Meetings)
* Taking and distributing minutes
* Delegating tasks to club members
* Dealing with all correspondence
* Attending to affiliations
* Ensuring insurance is up to date and relevant
* Maintaining up to date records and reference files
* Arranging handover or succession planning for the position
* Taking responsibility for personal conflicts of interest and declaring, recording and managing these appropriately

Please adapt these to suit your fencing club.

## Treasurer

**Job Role:**

**Start date:**

**Name:**

**Responsible to:**

Responsibilities:

* Managing the club’s income and expenditure in accordance with club rules
* Producing an end of year financial report
* Identifying a suitable individual to independently review the annual accounts
* Regularly reporting back to the club committee on all financial matters
* Efficient payment of invoices and bills
* Proposing amendments to annual and weekly subscriptions as appropriate
* Depositing cash and cheques that the club receives
* Keeping up to date financial records
* Arranging handover or succession planning for the position
* Taking responsibility for personal conflicts of interests and declaring, recording and managing these appropriately

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## Club welfre officer

**Job Role:**

**Start date:**

**Name:**

**Responsible to:**

Responsibilities:

* Assist the club to fulfil its responsibilities to safeguard children and vulnerable adults at club level
* Assist the club to implement its safeguarding children and vulnerable adults plan at club level
* The first point of contact for everyone where concerns about a children’s or vulnerable adult’s welfare, poor practice or abuse are identified
* Implement the club’s reporting and recording procedures
* Maintain contact details for the local children’s social care department, the police and local safeguarding children board
* Promote the club’s best practice guidance/code of conducts within the club
* Represent welfare on the club’s management committee
* Ensure adherence to the club’s safeguarding children training
* Ensure appropriate confidentiality is maintained
* Promote anti-discriminatory practice
* Take responsibility for personal conflicts of interest and declaring, recording and managing these appropriately

Training:

The Welfare Officer must attend:

* Sportscoach UK ‘Safeguarding and Protecting Children in Sport’ workshop.
* British Fencing’s ‘Time to Listen’ (TTL) workshop
* British Fencing’s En Garde Ready – Introduction to the Welfare Pack.

## head coach

**Job Role:**

**Start date:**

**Name:**

**Responsible to:**

Responsibilities:

* To take full responsibility for the club’s junior coaching sessions at [NAME OF VENUE] on [DAY(S)] from [START TIME] to [END TIME]
* To maintain high ethical standards in coaching/instructing, ensure they keep up-to-date with their knowledge, skills and qualifications and prepare all sessions in advance
* To undertake training appropriate to the role e.g. child protection training
* To work with [NAME OF OTHER COACH(ES) /INSTRUCTOR(S)] in the preparation and running of each session
* To attend junior club meetings and report on progress
* To offer the club feedback on the organisation and degree of success of junior coaching and competitions
* To assist in the selection of teams
* To travel to competitions with the junior team(s)
* To inform the Junior Coordinator in advance of any sessions that cannot be attended
* Taking responsibility for personal conflicts of interest and declaring, recording and managing these appropriately

Please adapt these to suit your fencing club.

## Volunteer co-ordinator

**Job Role:**

**Start date:**

**Name:**

**Responsible to:**

Responsibilities:

* Get to know all club volunteers and potential volunteers and be their main contact
* Ensure that all volunteers know what they are doing
* Supervise and oversee the role of other volunteers, including their paperwork
* Coordinate the implementation of the volunteer recruitment, training and support plans.
* Recognise and nominate your volunteers for volunteer awards
* Work with the social secretary (if the club has one) to organise social and recruitment events for volunteers
* Attend committee meetings as appropriate
* Arrange mentoring (if appropriate) for relevant volunteers
* Take responsibility for personal conflicts of interest and declaring, recording and managing these appropriately

Please adapt these to suit your fencing club.

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